

# **Summer SAE Plan for**

(NAME) \_\_\_\_\_

**Directions:**

1. Please submit your typed plan.
2. Include what you are going to do this summer to improve your SAE.

**3. FOR PLACEMENT SAEs INCLUDE:**

- a. Where you will work
- b. Supervisor's name
- c. Address and phone number of business
- d. Number of hours you plan to work per week
- e. Major job activities/responsibilities
- f. Three major skills you wish to obtain

**4. FOR ENTREPRENEURSHIP SAEs INCLUDE:**

- a. Improvement projects
- b. Change of scope
- c. How you plan to expand your enterprise
- d. Three major skills you wish to obtain
- e. One thing you want to improve about your project

5. Provide your contact information. (Name, phone number, email, etc.)

6. List the weeks this summer that you will **not** be available for an SAE visit.